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Decisions of the Board of Governors concerning the guidelines for the 2023-2024 Policy on Enrolment in the Brussels European Schools

Brussels, 9 December 2022

DECISIONS OF THE BOARD OF GOVERNORS OF 6-8 DECEMBER 2022 CONCERNING THE GUIDELINES FOR THE 2023-2024 POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS

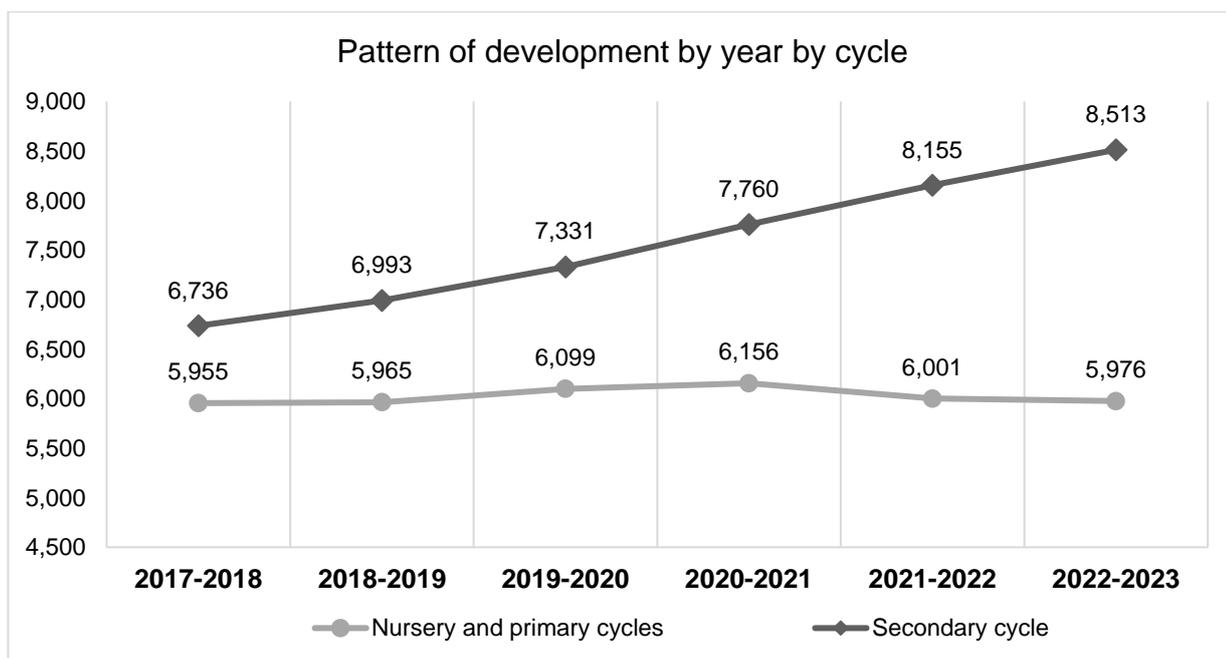
In view of:

1. Pupil population

On the basis of the statistics currently in the Central Enrolment Authority's possession, it is clearly apparent that the pupil population of the Brussels European Schools¹ is constantly increasing, something which means an increasingly constraining impact in terms of resources and logistics.

Thus, growth in the total pupil population of the Brussels European Schools (333 additional new pupils on roll as at 14 October 2022) is putting sustained pressure on the infrastructure.

However, it is to be observed that the growth pattern differs according to the teaching cycle and the Schools/sites. As shown in the graph below, if pupil numbers stabilise in the nursery and primary cycles, the overcrowding in the secondary cycle increases year after year (compared to 2021–2022, 358 additional pupils in secondary in 2022–2023). Consequently, the number of rooms available to accommodate new secondary cycle classes is gradually decreasing.



2. Future extension of the infrastructure

In view of the growth of the pupil population (see 1 above), the Board of Governors' main priority remains an increase in the accommodation capacity in Brussels through the making available by the Belgian State of an additional school. On the basis of the projections of growth in the pupil population, the Board of Governors invited the Belgian Federal Government to take steps,

¹ The pupil population of 14,156 pupils in 2021–2022 rose to 14,489 pupils in 2022–2023.

at the meeting of 6 May 2010, to make available a new school with a capacity of 2 500 pupils in September 2015.

The current studies forecast, in the most optimistic of scenarios, a total pupil population of approximately 16 900 pupils for the 2028–2029 school year.

On 13 May 2022, the Belgian Council of Ministers took the decision:

- to make available to the international organisation a fifth Brussels European School with a capacity of 3 000 pupils at the Neder-Over-Heembeek - Site, offering a full education from the nursery cycle up until secondary 7², from the 2028–2029 school year onwards;
- to allocate the Berkendael and Evere Sites, until now made available on a temporary basis, definitively to the Brussels I European School and the Brussels II European School respectively.

Following this decision, the Steering Committee of the Brussels European Schools examined various models for progressively organising the development of the pupil population in general and certain language sections in particular, based on the current structure (notably the making available of the two Sites of Berkendael and Evere, attached to their respective main schools), pending the opening of the fifth school by the start of the 2028 school year.

These different models were outlined based on the following data:

- The finding that the capacity of the existing Schools, as evaluated by the Price Waterhouse Cooper audit office, is very largely exceeded at the Brussels II European School – Woluwe Site (33.80%) and at the Brussels III European School (30%), and to a lesser extent at the Brussels I European School – Uccle Site (7.5%) and at the Brussels IV European School (7%), although – at the same time this accommodation capacity has not yet been reached either at the Brussels II European School – Evere Site or, to a lesser degree at the Brussels I European School – Berkendael Site.

	Pupils numbers	PwC	Différence	%
EEB1-UCC	3,334	3,102	-232	-7.5%
EEB1-BRK	903	977	-74	-7.6%
EEB2-WOL	3,294	2,462	+832	+33.8%
EEB2-EVE	493	1,500	-1,007	-67.1%
EEB3	3,316	2,551	+765	+30.0%
EEB4	3,149	2,943	+206	+7.0%
TOTAL	14,489	13,535	+954	+7.0%

Key:

Pupil numbers: on 14 October 2022

PwC: capacity of the PwC audit, except for Evere

Difference: difference between PwC and Pupil numbers; data preceded by a '+' indicates the level of overcrowding.

² The “campus” approach consisting in creating the fifth School to accommodate only secondary pupils was ruled out to the extent that it would have been necessary for the Belgian State to invest massively in the infrastructure of the other existing schools to be adapted, with the consequence of delaying delivery of the fifth school.

This overcrowding can be observed more in the secondary cycle than in the nursery and primary cycles at the four sites receiving the secondary cycle, but is particularly marked at the Woluwe Site of the Brussels II European School.

	Nursery and primary cycles				Secondary cycle			
	Pupil numbers	PwC	Difference	%	Pupil numbers	PwC	Difference	%
EEB1-UCC	1.112	1.061	+51	+4.8%	2.222	2.041	+181	+8.9%
EEB1-BRK	903	977	-74	-7.6%				
EEB2-WOL	1.208	1.362	-154	-11.3%	2.086	1.100	+986	+89.6%
EEB2-EVE	493	1.500	-1.007	-67.1%				
EEB3	1.149	737	+412	+55.9%	2.167	1.814	+353	+19.5%
EEB4	1.111	1.245	-134	-10.8%	2.038	1.698	+340	+20.0%
TOTAL	5.976	6.882	-906	-13.2%	8.513	6.653	+1.860	+28.0%

Key:

Pupil numbers: as at 14 October 2022

PwC: capacity of the PwC audit, except for Evere

Difference: difference between PwC and pupil numbers; data preceded by a '+' indicates the level of overcrowding.

- The buildings at the Berkendael and Evere Sites are only suited to accommodate pupils in the nursery and primary cycles. Their availability therefore reduces pressure on these teaching cycles, but not on the secondary cycle. This means that it is necessary to refer as many new enrolments as possible to these two sites, but also to gradually phase out classes in the nursery and primary cycles at the other European Schools to enable them to accommodate more of the pupil population in the secondary cycle by adapting the primary cycle infrastructure where necessary; in priority at the Brussels I and II European Schools, which have two sites.
- Although the pupil population has increased by 37.12% over the last ten school years (from 2012–2013 to 2022–2023), the number of teachers (full-time equivalent) has increased more than proportionally, having grown by 45.55%. Thus, the pupil/teacher ratio has risen from 13.64 pupils per teacher in 2012–2013 to 12.51 pupils per teacher in 2022–2023. A more efficient way to use pedagogical resources should be found in order to limit the cost in terms of hiring staff. This begins, above all, with intelligent distribution of the language sections between the various sites/schools.

At its meeting on 27 October 2022, the Board of Governors took note of the decisions taken by the Belgian authorities and selected two models for planning the infrastructure changes (models A2 and A3).

On 7 December 2022, after careful consideration, the Board of Governors decided in favour of model A3, subject to some amendments.

The Board of Governors invited the Central Enrolment Authority to gradually adapt the enrolment policies with a view to achieving the following objectives:

- For the Brussels I and II European Schools, which now definitively have two sites: not to maintain the nursery and primary cycles of an existing language section at two sites,

thereby putting an end to parallel structures, and to progressively consolidate and migrate these cycles to the Berkendael and Evere Sites respectively.

For the Brussels I European School, an exception to this principle is maintained for the FR section, which would continue, given its size, to be distributed between the two sites of Uccle and Berkendael. This exception also applies to the ES section in order to maintain its balanced distribution between the two sites. As for the DE section, the progressive consolidation and migration of the nursery and primary cycles would be from the Berkendael Site to the Uccle Site, with the same objective. The degree of filling of the Berkendael Site means that it is not in fact able to accommodate all of the language sections in the nursery and primary cycles.

- The principle of pedagogical continuity, combined with the increased integration of the additional Sites (Berkendael and Evere) into the Brussels I and II Schools, means that a pupil enrolled at the Berkendael Site will in principle continue their secondary education at the Uccle Site³, while a pupil enrolled at the Evere Site will continue their secondary education at the Woluwe Site.
- These principles also mean that new joint enrolments (grouping of siblings) at the Brussels I European School and at the Brussels II European School, involve enrolling siblings at the same school but not necessarily at the same site if they are enrolled in different cycles for nursery and primary, on the one hand, and secondary on the other. Thus, in the case of siblings requesting joint enrolment (grouping of siblings), where one sibling begins their education in the secondary cycle and one sibling begins their education in the primary or nursery cycles, while for the second child the language section and level are open at Berkendael or at Evere, the children will be educated at the same school but not at the same site⁴.
- Similarly, the younger brothers and sisters of children in the secondary cycle at the Uccle and Woluwe Sites, to be enrolled in the nursery and primary cycles (regrouping of siblings), will be accommodated at the Berkendael and Evere Sites, provided that the language section and level are open there⁵.
- Only at the Brussels I and II European Schools, flexibility concerning the protection of siblings by cycle - nursery and primary cycles on the one hand and secondary cycle on the other – is essential in order to be able to fill the Berkendael and Evere⁶ Sites and, correlatively, free up the necessary space at the main Sites of Uccle and Woluwe in order to be able to accommodate more secondary pupils.
- Maintaining multiple language sections at multiple sites must meet objective criteria, namely a minimum number of pupils to justify maintaining the language section at a given school.

³ For pupils enrolled at the Brussels I European School – Berkendael Site prior to the 2021–2022 school year, transfer to the Brussels II – Woluwe Site, Brussels III or Brussels IV Schools is permitted, provided that the application is submitted during the first enrolment phase;

⁴ This principle does not apply to the DE, ES and FR language sections of the Brussels I European School.

⁵ This principle does not apply to the DE, ES and FR language sections of the Brussels I European School.

⁶ Incidentally, a condition imposed by the Belgian authorities.

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- Each school must offer a minimum of four different language sections to maintain its multicultural identity, including at least one of the three vehicular language sections (DE, EN and FR).
 - The reduction or even suppression of number of pupils with SWALS status, notably by extending language sections into the secondary cycle, according to the Gaignage criteria, where they currently only exist in the nursery and primary cycles.

The envisaged creation of the secondary cycle of the LV and SK language sections should be the subject of a motivated opinion of the Board of Directors of the Brussels I European School before being put to the definitive vote of the Board of Governors. From 2023–2024 and up until the opening of the secondary cycle of these sections, the Brussels I European School – Uccle Site can accommodate these pupils as SWALS pupils in secondary.

- When the fifth school opens in September 2028, existing language sections at other sites will be transferred there, which means that it is necessary, as of now, to inform pupils' parents and prepare deployment of the sections concerned. The principle of pedagogical continuity will be observed by cycle, as phasing out or transferring a language section might involve moving a cycle of a given language section to another school or another site.

3. Method

In order to achieve the aforementioned objectives, the following has been decided:

1. As from the 2023–2024 school year, the progressive migration of the nursery and primary cycles of the EN and IT language sections away from the Uccle Site and their concentration at the Berkendael Site of the Brussels I European School will be organised. Consequently, no new enrolment applications will be accepted for the nursery and primary cycles of the EN⁷ and IT language sections at the Uccle Site, except in the case of particular circumstances or regrouping of siblings within a given cycle. Joint applications submitted for siblings distributed across different cycles of these language sections will be accommodated at the Brussels I European School at the corresponding sites. Younger brothers and sisters of children already enrolled at the Uccle Site in the secondary cycle, who are to be educated in the nursery and primary cycles, will be accommodated at the Berkendael Site. The voluntary transfer of pupils in the nursery and primary cycles of these language sections from the Uccle Site to the Berkendael Site is permitted.
2. As from the 2023–2024 school year, the progressive migration of the nursery and primary cycles of the DE language section away from the Berkendael Site and its concentration at the Uccle Site will be organised. Consequently, no new enrolment applications will be accepted for the nursery and primary cycles of the DE language section at the Berkendael Site, except in the case of particular circumstances or regrouping of siblings within a given cycle. Joint applications submitted for siblings distributed across different cycles will be accommodated at the Brussels I European

⁷ as well as Slovenian SWALS pupils attached to this section and Maltese pupils.

School, solely at the Uccle Site. The voluntary transfer of pupils in the nursery and primary cycles of the DE section from the Berkendael Site to the Uccle Site is permitted.

3. As from 2023–2024 and until the opening of the secondary cycle of the LV and SK language sections, LV and SK SWALS pupils can be accommodated in the secondary cycle at the Brussels I European School – Uccle Site. Moreover, P5 pupils in these sections who are enrolled at the Brussels I European School – Berkendael Site will be able to continue their education at the Brussels I European School – Uccle Site as SWALS pupils, without having to submit a transfer application.
4. As from the 2023–2024 school year, the progressive migration of the nursery and primary cycles of the DE, EN, FR and IT language sections away from the Woluwe Site and their concentration at the Evere Site of the Brussels II European School, provided that the levels are open there, will be organised. Consequently, no new enrolment applications will be accepted for the nursery and primary cycles of the DE, EN, FR and IT language sections at the Woluwe Site, except in the case of particular circumstances or regrouping of siblings within a given cycle. Joint applications submitted for siblings distributed across different cycles of these language sections will be accommodated at the Brussels II European School at the corresponding sites. Younger brothers and sisters of children already enrolled at the Woluwe Site in secondary level, who are to be enrolled in the nursery and primary cycles, will be accommodated at the Evere Site. The voluntary transfer of pupils in the nursery and primary cycles of these language sections from the Woluwe Site to the Evere Site, to the levels that are open there, is permitted.
5. In 2028–2029, the Brussels V European School will offer the following language sections: EL, FR, IT and NL and EN depending on the number of applications to be accommodated. Parents of pupils are informed that as of 2023–2024, the EL satellite class at the Brussels I European School – Berkendael Site as well as the IT and NL language sections of the Brussels IV European School will be transferred there.

The children, who will start their schooling in the EL satellite class in the nursery cycle as from the 2023–2024 school year, will be transferred to the Brussels V European School when it opens.

However, siblings of pupils enrolled in an EL satellite class at the EEB1 - BRK Site before the 2023-2024 school year will not be transferred to the European School Brussels V.

Children educated in the IT and NL language sections of the Brussels IV European School in the nursery and primary cycles, will be transferred to the Brussels V European School when it opens.

The FR section will be created at the Brussels V European School. All new pupils in the FR section will in principle be enrolled there when it opens.

6. Given the growing difficulties in recruiting teaching staff in certain language sections, the attractiveness of positions at the European Schools should be increased by accepting that concluding a full-time employment contract for a minimum of one school year should be considered to constitute a particular circumstance permitting the children of this member of staff to be enrolled at the school at which the latter carries out his/her professional activities.

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7. The favourable measures for reception of Ukrainian pupils remain in place, in accordance with the decisions of the Board of Governors of 6, 7 and 8 December 2022. Their applications will be handled following the award of places to category I and II* applicants⁸.

Integrating the two sites of the Brussels I and II European Schools and planning the structure of the future Brussels V European School leads to the taking of targeted measures for each school group: school/site, language section, teaching level.

Different thresholds could be adopted according to the cycles.

On the basis of the overall analysis of pupil numbers, the structure of classes is defined by the Central Enrolment Authority and may be adjusted during the enrolment session.

Applicants for enrolment and transfer will be invited to submit their application exclusively online, on the Brussels European Schools enrolments portal, something which will rationalise the formulation of enrolment and transfer applications and, hence, will facilitate their handling.

Organisation of the enrolment session in a first mandatory phase, followed by a second phase restricted to limited scenarios, must be maintained.

The reason is that the obligation for the majority of enrolment applications to be submitted in the first mandatory phase allows better management of the session, by curtailing the organisational difficulties in the weeks immediately preceding the beginning of the school year (difficulty in creating new classes at the end of the enrolment session, too little time to recruit teachers, giving up of places awarded, in particular).

Consequently, as was the case in the previous school year, category I and II* applicants for enrolment and transfer⁹ who are in post in the European Institutions¹⁰ on 31 December 2022 will be invited, as a **mandatory requirement**, to submit their application during the first phase. Except in duly substantiated cases of *force majeure*, the second phase will be restricted solely to applicants for enrolment taking up their posts in the European Institutions in Brussels¹⁰ after 31 December 2022 (whatever the reason: new recruitment, transfer from another site, return to work, etc.), and to applicants for enrolment whose children were being educated outside Belgium during the 2022–2023 school year. As for category II and III enrolment and transfer applicants, they will be invited to submit their applications during the second phase only.

In order to optimise their handling, there will be random ranking of applications in both phase I and phase II. In phase II, this ranking will be organised for each period of submission of applications.

Appropriate information about the submission of online applications, the obligation to submit applications in the first phase (except for limited scenarios in the second phase) and the time periods and closing dates applicable will be circulated by the Schools (via their individual websites and the European Schools' website) so that applicants for enrolment or transfer are kept informed. Information will also be provided concerning the populating of the future fifth School. Collaboration is required on the part of the Parents' Associations and of the European Commission's DG Human Resources.

⁸ Hereinafter, category II pupils from P1 onwards whose parents are members of the staff of Eurocontrol are referred to as 'category II*' pupils.

⁹ Categories I and II*.

¹⁰Or engaging in a professional activity conferring entitlement for their children to be considered as category I or II* pupils.

In addition, the CEA's legitimate forecasts can be thwarted by the decisions of pupils' parents, particularly when they give up a place that they have been awarded and have accepted¹¹. Special information is thus circulated in the schools urging:

- parents of pupils currently on roll in the European Schools to notify the latter as early as possible, and not later than 30 June 2023, of any plans to terminate the child's schooling in the system (to fine-tune the 'shift' figures);
- applicants for enrolment who have accepted a place to notify the CEA without delay should they be planning to give it up, thus permitting available places to be recovered or filled.

Dealing with joint applications (groupings of siblings) – first those including at least one secondary level pupil, then the others – before applications for the enrolment of single pupils worked well and enabled use of the reserve to be optimised. Applicants for enrolment are informed that, at the Brussels I and II European Schools, grouping of siblings distributed across different cycles, nursery and primary on the one hand and secondary on the other, can lead to them being educated at two different sites.

Consequently, in so far as logistical constraints and the rules governing distribution of pupil numbers so permit:

- Applicants for enrolment should be required to express an order of preference for the 6 schools/sites in the nursery and primary cycles and 4 schools in the secondary cycle;
- Submission of enrolment and transfer applications during the first phase should be made mandatory;
- The second phase will be restricted solely to the following limited scenarios: applicants for enrolment taking up their posts in the European Institutions¹² after 31 December 2022, applicants for enrolment whose children were being educated outside Belgium during the 2022–2023 school year and applicants who were prevented absolutely from submitting their application file during the first phase on account of a duly justified case of *force majeure* will be the only applicants allowed to do so during the second phase;
- An order for dealing with applications, for each phase, established once a random ranking has been produced, should be determined.
- The threshold for places available will be set at 20 pupils for classes in the nursery and primary cycles and at 26 pupils for classes in the secondary cycle;
- Following the 'shift' of pupils on roll in P5 at the Brussels I European School – Berkendael Site¹³ and at the Brussels II European School – Evere Site, applications for transfer to the Brussels II – Woluwe Site, Brussels III or Brussels IV Schools, for pupils on roll in P5 at the European School, Brussels I – Berkendael Site and enrolled prior to the 2021–2022 school year, to the Brussels II – Woluwe Site, Brussels III or Brussels IV Schools will be dealt with first and foremost;

¹¹ In 2022–2023, 201 withdrawals were recorded, i.e. offers of places initially accepted and then subsequently cancelled by the applicants.

¹² Or engaging in a professional activity conferring entitlement for their children to be considered as category I or II* pupils.

¹³ The shift will be performed automatically:

- for pupils in the DE and FR sections to the Brussels I European School – Uccle Site;
- for pupils in the LV and SK sections as SWALS pupils:
either to the Brussels I European School – Uccle Site;
or, respectively, to the Brussels II European School – Woluwe Site or to the Brussels III European School until a secondary cycle has been opened at the Brussels I School – Uccle Site.

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- Transfers from one school/site to another school/site are permitted, even if they are not based on particular circumstances, for certain specific school groups:
 - to allow brothers and sisters to attend the same school (but not necessarily at the same site);
 - or to allow the transfer of Estonian SWALS pupils attending the Brussels II European School – Woluwe Site to the Brussels IV European School;
 - or to allow the transfer of Latvian SWALS pupils attending the Brussels II European School – Woluwe Site to the Brussels IV European School;
 - or to allow the transfer of Slovakian SWALS pupils attending the Brussels III European School to the Brussels I European School;
 - or to allow a transfer to the Brussels II European School – Evere Site;
 - or to allow the transfer of pupils in the EN and IT sections of the Brussels I European School – Uccle Site to the Berkendael Site to the levels that are open there;
 - or to allow the transfer of pupils in the DE language section of the Brussels I European School – Berkendael Site to the Uccle Site;
 - or to allow the transfer of pupils in the DE, EN, FR and IT language sections of the Brussels II European School – Woluwe Site to the Evere Site to the levels that are open there;
 - After places have been awarded to pupils with special priority criteria, the places available in each class will first be awarded to applicants who have submitted joint applications for enrolment (grouping of siblings), then to applicants who have submitted an application for the enrolment of a single pupil only, in so far as places are available, then those of the reserve.

4. In view of:

- the definitive nature of the availability of the Berkendael Site of the Brussels I European School and the Evere Site of the Brussels II European School, pending provision of the definitive infrastructure of the fifth school;
- the finding that the Brussels I – Uccle Site, Brussels II – Woluwe Site, Brussels III and Brussels IV European Schools are approaching, or indeed have reached, the maximum limit of the number of classrooms available;
- the growth in the number of secondary cycle pupils, which requires the logistical resources of the Brussels I – Uccle Site, Brussels II – Woluwe Site, Brussels III and Brussels IV European Schools, to be allocated thereto;
- the need to make the concept of sibling group protection more flexible;
- the planning of the future Brussels V European School;

The Board of Governors hereby mandates the Central Enrolment Authority to adopt a Policy on Enrolment in the Brussels European Schools and all measures designed to put it into practice and to make optimum arrangements for the conduct of the enrolment session for the beginning of the 2023–2024 school year,

The Board of Governors hereby sets the following objectives, which are not classified in any particular order of priority:

- Use the resources available at the six existing schools/sites, in order to lessen as far as possible the overcrowding of the schools as a whole and to guarantee their proper pedagogical operation.

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- Step up the filling of the Brussels II European School – Evere Site by accepting no more enrolments in the nursery and primary cycles of the DE, EN, FR and IT language sections at the Woluwe Site, for the levels open at the Evere Site, except in the case of particular circumstances or regrouping of siblings within a given cycle.
 - To increase the population of the Brussels I European School – Berkendael Site – by accepting no more enrolments in the nursery and primary cycles of the EN¹⁴ and IT language sections at the Uccle Site, for the levels open at the Berkendael Site, except in the case of particular circumstances or regrouping of siblings within a given cycle.
 - Ensure the consolidation of the DE language section at the Brussels I European School – Uccle Site by accepting no more enrolments in the nursery and primary cycles of this language section at the Berkendael Site, except in the case of particular circumstances or regrouping of siblings within a given cycle.
 - Enrol LV and SK SWALS pupils in the secondary cycle at the Brussels I European School – Uccle Site, until the opening of the secondary cycle of the LV and SK language sections.
 - Distribute the pupil population across both the six sites and the language sections, in strict compliance with Article 47(e) of the General Rules.
 - Enrol all category I pupils for whom an application is made to one of the Brussels European Schools, provided that they comply with the rules of the Enrolment Policy and that the schools/sites have the infrastructure required to accommodate them in compliance with the Host State’s safety and security standards.
 - Maintain the favourable measures of reception for Ukrainian pupils in place, in accordance with the decisions of the Board of Governors of 6, 7 and 8 December 2022. Their applications will be handled following the award of places to category I and II* applicants.
 - Enrol category II pupils in accordance with the terms of the contracts already in force, as well as children of the international civilian staff of NATO and of UN employees (international civil servants) (in the conditions appearing in Annex I), provided that the schools/sites have the infrastructure required to accommodate them in compliance with the Host State’s safety and security standards.
 - Restrict the enrolment of category III pupils to the siblings of present pupils, abiding strictly by the decisions of the Board of Governors concerning this category of pupils, bearing in mind the demographic pressure on the Brussels Schools.
 - With the aim of preserving the benefit of previous enrolment policies, restrict transfers to cases justified by particular circumstances. However,
 - Arrange firstly,
 - after the ‘shift’ of pupils on roll in P5 at the Brussels I European School, – Berkendael Site¹⁵ and at the European School, Brussels II – Evere Site during

¹⁴ as well as Slovenian SWALS pupils attached to this section and Maltese pupils.

¹⁵ The shift will be performed automatically:

- for pupils in the DE and FR sections to the Brussels I European School – Uccle Site;
- for pupils in the LV and SK sections as SWALS pupils:
 - either to the Brussels I European School – Uccle Site;

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- the 2022–2023 school year,
- the transfer of pupils on roll in P5 at the Brussels I European School – Berkendael Site during the 2022–2023 school year (but enrolled prior to the 2021–2022 school year) to the Brussels II – Woluwe Site, Brussels III and Brussels IV European Schools, according to the order of preference expressed and provided that there is a place to be filled (and members of their group of siblings, if a request to that effect is made at the time of their enrolment or transfer).
- Arrange for there to be the possibility of transfer without any particular justification and provided that there is a place to be filled:
- from the EN and IT language sections of the Brussels I European School – Uccle Site to the Berkendael Site in the levels that are open there;
 - from the DE language section of the Brussels I European School – Berkendael Site to the Uccle Site;
 - from the DE, EN, FR and IT language sections of the Brussels II European School – Woluwe Site to the Evere Site in the levels that are open there,
 - for pupils at Brussels I – Uccle and Berkendael Sites, Brussels III and Brussels IV European Schools, to the Brussels II European School – Evere Site in the language sections and levels that are open there,
 - during the first enrolment phase only, for Estonian SWALS pupils attending the Brussels II European School – Woluwe Site, to the Brussels IV European School;
 - during the first enrolment phase only, for Latvian SWALS pupils attending the Brussels II European School – Woluwe Site, to the Brussels I European School – Uccle Site;
 - during the first enrolment phase only, for Slovakian SWALS pupils attending the Brussels III European School to the Brussels I European School – Uccle Site;
 - during the first enrolment phase only, for a pupil enrolled up to S5 at a different school from a member of his or her group of siblings, so that the children will attend the same school (but not necessarily on the same site), provided that there is a place to be filled and that the class, the language section and the year group are open there;

abiding by the following principles:

- Guarantee schooling at the same school – although not necessarily at the same site, in the case of the Brussels I and II European Schools¹⁶ – where the year groups of the language sections requested are open; firstly, for category I or II pupils for whom a new enrolment application is submitted and, secondly, for their siblings who attended that

or, respectively, to the Brussels II European School – Woluwe Site or to the Brussels III European School until the opening of a secondary cycle has been created at the Brussels I School – Uccle Site.

¹⁶ In accordance with the objectives set out above, regrouping of siblings at the Brussels I and II European Schools takes place within the same teaching cycle.

school during the 2022–2023 school year, provided that the applicants make a request to that effect during the first enrolment phase. In the second enrolment phase, this guarantee will be given provided that there is a place to be filled.

- Provide schooling at the same school, where the year groups of the language sections or classes requested are open, although not necessarily that of their choice – nor at the same site, in the case of the Brussels I and II European Schools – for children belonging to the same group of siblings who are enrolled simultaneously for the first time, provided that the applicants for enrolment make a request to that effect and that places are available at the same school/site, in accordance with the thresholds defined below, for all the members of the group of siblings.
- Guarantee return to the school where the pupil had spent at least one full school year before the change in the place of employment in the interest of the service decided by the appointing authority provided for in Article 7(1) of the Staff Regulations of Officials of the EU¹⁷, before the secondment authorised in the interest of the service within the meaning of Articles 37a and 38 of the said Staff Regulations or before travel authorised under programmes decided by the European Commission (for example, EU Fellowships)¹⁸ and equivalent programmes established by other EU institutions, during the first enrolment phase. In the second enrolment phase, this guarantee will be given provided that there is a place to be filled.
- Guarantee, for pedagogical reasons, return to the school that they attended prior to a period of study abroad for pupils applying for enrolment in secondary years 5 and 6, provided that:
 - the pupil attended the school at which enrolment is requested for at least one full school year before they left to study abroad;
 - the period of study outside Belgium was not longer than one school year;
 - the school expressly approves the pupil's return;
 - the application is submitted during the first enrolment phase.

In the second enrolment phase, this guarantee will be given provided that there is a place to be filled.

- Guarantee the taking into consideration of particular circumstances characterising and differentiating the case of the pupil concerned, according to the definition of this concept given in the previous Enrolment Policies and the case law of the Complaints Board, with the notion of particular circumstances being extended to include the education of a child of a member of the teaching staff employed full time for a period of at least one year.
- Guarantee legal protection for enrolment and transfer applicants by retaining redress procedures allowing them to lodge appeals with the Complaints Board of the European Schools seeking annulment of a decision in the event of a procedural irregularity affecting the contested decision or the emergence of new facts, and also review applications submitted to the CEA, solely in the event of a new and relevant fact that emerged after the contested decision was taken.

¹⁷ Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L56, 4.3.1968, p. 1.

¹⁸ For staff subject to the Staff Regulations of EU Officials, the relevant text is the Commission Decision of 27.9.2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel – Guide to missions and authorised travel, point 3.

adopting in particular the following provisions for the enrolment of pupils without a special priority criterion:

- In order to distribute the pupil population of the schools/sites and to maintain balance among them, new pupils will be enrolled up to a maximum of 20 places available for classes in the nursery and primary cycles and 26 in the secondary cycle.

Places will be offered in accordance with the following table, where the infrastructure is designated as follows: EEB1-UCC (*Uccle Site*), EEB1-BRK (*Berkendael Site*), EEB2-WOL (*Woluwe Site*), EEB2-EVE (Evere Site), EEB3 and EEB4:

DE	Nursery cycle, P1, P2 and P3	EEB1-UCC, EEB2-EVE, EEB3, EEB4
	P4 and P5	EEB1-UCC, EEB3, EEB4
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB3, EEB4
EN	Nursery cycle, P1, P2 and P3	EEB1-BRK, EEB2-EVE, EEB3, EEB4
	P4 and P5	EEB1-BRK, EEB3, EEB4
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB3, EEB4
FR	Nursery cycle, Primary cycle	EEB1-UCC, EEB1-BRK, EEB2-EVE, EEB3, EEB4
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB3, EEB4
IT	Nursery cycle, P1 and P2	EEB1-BRK, EEB2-EVE, EEB4*
	P3, P4 and P5	EEB1-BRK, EEB4*
	Secondary cycle	EEB1-UCC, EEB2-WOL, EEB4
NL	Nursery cycle, Primary cycle,	EEB2-WOL, EEB3, EEB4*
	Secondary cycle	EEB2-WOL, EEB3, EEB4
ES	Nursery cycle, P1, P2, P3 and P4	EEB1-UCC, EEB1-BRK, EEB3
	P5	EEB1-UCC, EEB3
	Secondary cycle	EEB1-UCC, EEB3
EL	Nursery cycle,	EEB1-BRK* (classes), EEB3
	Primary cycle	EEB1-BRK (classes), EEB3
	Secondary cycle	EEB3
DA HU PL	Nursery cycle, Primary cycle, Secondary cycle	EEB1-UCC
LV SK	Nursery cycle, Primary cycle,	EEB1-BRK

FI LT PT SV	Nursery cycle, Primary cycle, Secondary cycle	EEB2-WOL
CS	Nursery cycle, Primary cycle, Secondary cycle	EEB3
BG	Nursery cycle, Primary cycle, Secondary cycle	EEB4
ET	Nursery cycle, Primary cycle, S1 and S2	EEB4
RO	Nursery cycle, Primary cycle, S1- S6	EEB4

** language sections and levels affected by the transfer to the Brussels V European School as from its opening*

- The Central Enrolment Authority has the right to adapt the structure and the distribution of the classes appearing in Annex II.

During the first mandatory phase, according to the order of the random ranking, the places available will be awarded in the following order:

1. transfer of pupils in P5 at the Brussels I European School – Berkendael Site during the 2022-2023 school year (but enrolled before the 2021–2022 school year) for the secondary cycle to the Brussels II – Woluwe Site, Brussels III and Brussels IV European Schools, in accordance with the arrangements set out above;
2. category I and II* pupils applying for a place in a single language section and SWALS pupils;
3. category I and II* pupils, including SWALS pupils, who have a special priority criterion (regrouping of siblings, return from assignment, return from a period of study abroad, particular circumstances);
4. category I and II* pupils for whom a duly justified voluntary or permitted transfer application has been submitted;
5. category I and II* pupils for whom joint applications for enrolment, including at least one in the secondary cycle, have been submitted, for which places are available at the first preference school, then at the subsequent schools – but not necessarily at the same site, in the case of the Brussels I and II European Schools;
6. category I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites;

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7. category I and II* pupils for whom an application for enrolment in the secondary cycle for a single pupil has been submitted, for which places are available at the first preference school, then at the subsequent schools;
 8. category I and II* pupils for whom an application for enrolment in the nursery and primary cycles for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites;
 9. Ukrainian pupils.

Except in duly justified cases of force majeure and in accordance with the concept developed by the case law of the Complaints Board of the European Schools, only members of the staff of the European Institutions¹⁹ conferring entitlement to category I and who will be taking up their posts in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) after 31 December 2022, and those whose children were being educated outside Belgium during the 2022–2023 school year, may submit their application during the second phase. According to the order of the random ranking, the places available will be awarded at all of the schools/sites at which the language section or satellite classes and the year group are already open or are likely to be opened, in the following order:

1. category I and II* pupils for whom an application has been submitted for a place in a single language section and SWALS pupils;
2. category I and II* pupils who have a special priority criterion (particular circumstances only);
3. category I and II* pupils for whom a duly justified voluntary or permitted transfer application has been submitted (on the basis of particular circumstances only);
4. category I and II* pupils for whom joint applications for enrolment, including at least one in the secondary cycle, have been submitted, for which places are available at the first preference school, then at the subsequent schools – but not necessarily at the same site, in the case of the Brussels I and II European Schools;
5. category I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites;
6. category I and II* pupils for whom an application for enrolment in the secondary cycle for a single pupil has been submitted, for which places are available at the first preference school, then at the subsequent schools;
7. category I and II* pupils for whom an application for enrolment in the nursery and primary cycles for a single pupil has been submitted, for which places are available at the first preference school/site, then at the subsequent schools/sites;
8. Ukrainian pupils;
9. category II pupils, in compliance with the special agreements concluded with the European Schools, who have a special priority criterion, and according to the order for dealing with applications referred to above;
10. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) who have a special priority criterion, and according to the order for dealing with applications referred to above;
11. category III pupils.

¹⁹ Or engaging in a professional activity conferring entitlement for their children to be considered as category I and II* pupils.

Except in duly justified exceptional situations affecting the pupil concerned, after the end of the second phase, only applications for the enrolment of category I and II* and category II⁺ children being educated outside Belgium and for whom admission is sought 15 working days at the earliest as from the date set by the CEA, one of whose legal representatives is taking up his or her post in Brussels in the European Institutions, Eurocontrol, NATO, the UN or with the employer with whom the category II agreement has been established, or is settling in Brussels on a long-term basis, will be admissible during the school year. Such in-year enrolments will be accepted only restrictively.

In-year transfer applications will also be accepted only restrictively, solely on the basis of particular circumstances occurring after the end of the second enrolment phase.

⁺ with an agreement already in force with one or more Brussels Schools.

ANNEX I

Children of civilian staff of NATO (international civilian staff) are pupils covered by an April 1987 decision of the Board of Governors involving particular rights (priority for admission purposes) and obligations (payment of specific school fees), so that they are akin to category II pupils. However, the Board of Governors clearly decided that unlike category II pupils, they would not be entitled to automatic admission but would simply have priority in relation to category III pupils.

Children of UN employees (international civil servants) will be admitted subject to the same conditions, in accordance with the decision taken by the Board of Governors at its meeting of 16-18 April 2013.

Abiding by the decisions of the Board of Governors,

1. the admission of children of civilian staff of NATO and of UN employees (international civil servants) cannot entail division of a class;
2. these applications are dealt with after the admission of category I pupils and of other category II pupils but before applications for the enrolment of category III pupils;
3. for the 2023–2024 school year, places at the Brussels schools/sites will be awarded in compliance with the general enrolment rules.

ANNEX II

Structure of the schools/sites: distribution of classes for the 2023–2024 school year

EEB1 – UCC: Brussels I European School – Uccle Site

	DA	DE	EN	ES	FR	HU	IT	PL	Total
Nursery (N1 + N2)	1	1	1	1	2	1	1	1	9
P1	1	1	1	1	2	1	1	1	9
P2	1	1	1	1	2	1	1	1	9
P3	1	1	1	1	2	1	1	1	9
P4	1	1	1	1	3	1	1	1	10
P5	1	1	1	1	3	1	1	1	10
<i>Subtotal</i>	5	5	5	5	12	5	5	5	47
S1	1	1	1	1	6	1	1	2	14
S2	1	2	2	1	5	1	1	2	15
S3	1	1	2	1	5	1	1	2	14
S4	1	1	1	1	5	1	1	2	13
S5	1	1	2	1	5	1	1	2	14
S6	1	1	1	1	4	1	1	2	12
S7	1	1	2	1	4	1	1	2	13
<i>Subtotal</i>	7	8	11	7	34	7	7	14	95
Total	13	14	17	13	48	13	13	20	151

EEB1 – BRK: Brussels I European School – Berkendael Site

	DE	EN	ES	FR	IT	LV	SK	Total	EL *	Total
Nursery (N1 + N2)	1	1	1	2	1	1	1	8	2	10
P1	1	1	1	2	1	1	1	8	1	9
P2	1	1	1	2	1	1	1	8	1	9
P3	1	1	1	3	1	1	1	9	1	10
P4	1	1	1	3	1	1	1	9	1	10
P5	1	1		3	1	1	1	8	1	9
<i>Subtotal</i>	5	5	4	13	5	5	5	42	5	47
Total	6	6	5	15	6	6	6	50	7	57

*satellite class

In grey: for the 2023–2024 school year, new pupils enrolled in the nursery cycle of the EL satellite class will be affected by the transfer to EEB5 scheduled for 2028. However, siblings of students enrolled in an EL satellite class at EEB1 - BRK Site prior to the 2023-2024 school year will not be transferred to the EEB5.

Given the overcrowding at the Schools, the Central Enrolment Authority has the right to adapt this structure to make optimal use of the sites at its disposal. The rules on grouping of classes decided by the Board of Governors¹ apply.

¹ Document 2019-04-D-13-en available at www.eursec.eu

EEB2 – WOL: Brussels II European School – Woluwe Site

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	1	1	1	1	1	1	1	1	9
P1	1	1	1	1	1	1	1	1	1	9
P2	1	1	1	1	1	1	1	1	1	9
P3	1	1	1	2	1	1	1	1	1	10
P4	1	1	1	2	1	1	1	1	1	10
P5	1	1	1	3	1	1	1	1	1	11
<i>Subtotal</i>	5	5	5	9	5	5	5	5	5	49
S1	1	2	1	5	1	1	1	1	1	14
S2	1	1	1	4	1	1	1	2	1	13
S3	1	1	1	5	1	1	1	1	1	13
S4	1	1	1	5	1	1	1	1	1	13
S5	1	1	1	4	1	1	1	1	1	12
S6	1	1	1	4	1	1	1	1	1	12
S7	1	2	1	4	1	1	1	1	1	13
<i>Subtotal</i>	7	9	7	31	7	7	7	8	7	90
Total	13	15	13	41	13	13	13	14	13	148

EEB2 – EVE: Brussels II European School – Evere Site

	DE	EN	FR	IT	Total
Nursery (N1 + N2)	1	1	4	1	7
P1	1	1	4	1	7
P2	1	1	3	1	5
P3	1	1	3		5
P4			3		3
P5			2		2
<i>Subtotal</i>	3	3	15	2	22
Total	4	4	19	3	29

Given the overcrowding at the Schools, the Central Enrolment Authority has the right to adapt this structure to make optimal use of the sites at its disposal. The rules on grouping of classes decided by the Board of Governors¹ apply.

¹ Document 2019-04-D-13-en available at www.eursec.eu

EEB3: Brussels III European School

	CS	DE	EL	EN	ES	FR	NL	Total
Nursery (N1 + N2)	1	1	1	1	1	2	1	8
P1	1	1	1	1	1	1	1	7
P2	1	1	1	1	1	2	1	8
P3	1	1	1	1	1	2	1	8
P4	2	1	2	1	1	2	1	10
P5	1	1	2	1	1	2	1	9
<i>Subtotal</i>	6	5	7	5	5	9	5	42
S1	2	1	2	1	2	3	1	12
S2	2	1	3	1	2	3	1	13
S3	2	1	2	1	2	4	1	13
S4	1	1	3	2	1	3	1	12
S5	1	1	3	1	2	4	1	13
S6	1	1	3	2	2	4	1	14
S7	1	1	3	1	2	4	1	13
<i>Subtotal</i>	10	7	19	9	13	25	7	90
Total	17	13	27	15	19	36	13	140

EEB4: Brussels IV European School

	BG	DE	EN	ET	FR	IT	NL	RO	Total
Nursery (N1 + N2)	1	1	1	1	3	1	1	1	10
P1	1	1	1	1	3	1	1	1	10
P2	1	1	1	1	3	1	1	1	10
P3	1	1	1	1	3	1	1	1	10
P4	1	1	1	1	4	1	1	1	11
P5	1	1	2	1	4	1	1	1	12
<i>Subtotal</i>	5	5	6	5	17	5	5	5	53
S1	1	1	2	1	5	1	1	1	13
S2	1	1	2	1	6	1	1	1	14
S3	1	1	2		6	1	2	2	15
S4	1	1	3		5	1	1	1	13
S5	1	1	3		6	1	2	1	15
S6	1	1	2		5	1	2	1	13
S7	1	1	2		4	1	1		10
<i>Subtotal</i>	7	7	16	2	37	7	10	7	93
Total	13	13	23	8	57	13	16	13	156

In grey: pupils enrolled in the nursery and primary cycles of the IT and NL language sections will be affected by the transfer to EEB5 scheduled for 2028.

Given the overcrowding at the Schools, the Central Enrolment Authority has the right to adapt this structure to make optimal use of the sites at its disposal. The rules on grouping of classes decided by the Board of Governors¹ apply.

¹ Document 2019-04-D-13-en available at www.eursec.eu